

International Travel Addendum

Instructions:

- 1) Complete and obtain approval, prior to incurring expense, whenever special authorization is required by agency or OSER policy. Submit one form per individual and for each destination when travel includes multiple destinations.
- 2) Authorizing officials should be cognizant of any personal or other travel plans, including plans to take annual leave in conjunction with travel, and should consider the need for the travel, use of travel substitutes (mail, teleconferencing, etc.), and the most cost-effective routing and means of accomplishing travel. Personal leave during official travel must not increase the cost of the travel to the State of Wisconsin. Each travel authorization and the associated travel vouchers must specify clearly the purpose of the travel.
- 3) Travelers are responsible to familiarize themselves with local laws and security. Visit the U.S. State Department's web site to obtain information about the safety and security of the country you are visiting and to enroll in the Smart Traveler Enrollment Program (STEP). See: <http://travel.state.gov/>

Destination and Purpose of International Travel:

Agency	Division / Institution / Section		
Last Name	First Name	Middle Name	

Item	Description	Date	Initials
1)	Review U.S. Department of State International Travel information and travel warnings. Is there a warning for destination country? <input type="checkbox"/> Yes <input type="checkbox"/> No		
2)	Enroll in the Smart Traveler Enrollment Program for the destination country.		
3)	Embassy/Consulate/Mission Emergency Contact Name:		
	Address Line 1:		
	Address Line 2:		
	Phone Number: FAX: E-Mail:		
4)	Review FBI Safety and Security for the Business Professional Traveling Abroad.		
5)	Optional Briefing: Contact FBI Milwaukee, Field Intelligence Group Supervisor.		
6)	Complete required immunizations and vaccinations (see local provider).		
7)	Obtain MEDEX Identification Card through the Bureau of State Risk Management.		
8)	Determine vehicle insurance coverage requirements through Bureau of State Risk Mgmt. <input type="checkbox"/> Not Applicable		
	Car Rental: <input type="checkbox"/> Yes <input type="checkbox"/> No		
9)	Emergency notification information verified with Supervisor and Agency Human Resources		
10)	Request SmartPhone and/or Tablet configured for destination country		
11)	Complete Information Technology Overseas Checklist		

Comments:

Supervisor's Signature	Date (mm/dd/ccyy)	
Administrator's Signature	Date (mm/dd/ccyy)	
Agency Head's Signature	Date (mm/dd/ccyy)	
Agency Head Notify the Wisconsin Economic Development Corporation by sending this form to: international@wedc.org	Date	Initials